

North Carolina Agriculture Cost Share Program Review Summary
(month, year)

County	Chowan	Date of Previous Review/Report	
District Staff Name(s)	Scott Alons, Sherry Harris	Date	4/13/16
NRCS Staff Name(s)			
Division Representative(s)	Tom Hill, Eric Pare		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?	X				Local (Chowan) meetings scheduled as needed, Albemarle meets every other month.		X	Commendation given to the Albemarle Districts for their overall Board meeting(s). They have informative meetings with good partnerships attending and good information exchange along with good comradery. This note and commendation will be given to all 5 participating districts.		

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How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted on door, posted on website.		X			
<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>				X	After initial request, staff will make a field visit, assess the resource concerns, talk with the producer about operations, use available data such as soils info, etc, and develop the conservation plan and contract.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	Oh yeah! More than with cost share funds.		X	Staff provides considerable non-cost share support to their cooperators. This should be noted.		
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are application motions/decisions recorded in the board minutes?</i>				X	Yes		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice? Is your district using the self-certification for incentives form provided by the division?				X	Chowan keeps a ledger and spreadsheet to track this. They have found one that hit their cap. They do use the self-certification form.		X	Job well done!		

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	With FSA and they know what color they drive! Staff and Board members know the operators.		X	Another job well done; staff knows their cooperators!		
At what point in the application process does the district develop the contract? Describe this process.	X				After the Board approves the application. A conservation plan is written for each contract. Scott is also a certified conservation planner. Using the template that the Division provides.		X	Congratulations on having the CCP! Contracts are well organized and have considerable information in them.		
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Plan and contract are reviewed face to face then mailed or emailed to producer. Letter sent to producer explaining that plan is approved and work may now begin.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Few contracts, but policy is (was) followed. Not any contracts last many years.		X	Good work in allowing others to receive cost share funds		
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are contract motions/decisions recorded in the board minutes?</i>				X	Yes		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				X	Yes		X			

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What procedures do you follow for notifying the applicant that work can begin?				X	See above		X	Thorough process		
What information do you provide the applicant?				X	The contract, conservation plan, the work/job sheets. Standards provided to them as well		X	See commendation above. Good information in the folders.		
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Construction checks performed as needed prior to finishing work.		X	Good field contact		
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	With CS2. Land smoothing is the largest practice. Weather concerns can be an issue.		X			
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	Put in the Con 6 notes and when signing the RFP validates the standards and specifications. For landsmoothing, the construction person gives staff printouts of the work performed and to be performed.		X	Nice job on these		
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. Conservation 6 notes (and other means)		X	Staff with the Albemarle districts work well together and across county lines as needed, this showed during measuring the landsmoothing contracts		

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Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	No contracts, but if so, policy is/would be followed.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
<i>Are payment motions/decisions recorded in the board minutes?</i>				X	Yes		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
<i>Who participates in annual spot checks? When are they conducted?</i>	X				Usually late winter/early spring. All supervisors attend.		X	Commendable item. This helps the Board, staff, and community as a whole recognize what is actually occurring in the field and if there are issues that need to be resolved.		
How does the district randomly select which contracts to spot check?				X	Staff picks a number then goes through the list.		X			
<i>Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.</i>				X	N/A		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	Yes		X	We saw a couple of nice ponds recently installed with AgWRAP funds and also saw some innovative work on some canals		

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								where a large sump area was dug so they could be readily used for irrigation.		
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	N/A		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	N/A		X			

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	No projects have been out of compliance for quite some time.		X	Good work done on the front side in talking with the operators to ensure compliance.		
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	No projects fit this category. Policy would be followed		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	N/A but would follow the policy		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Last case was 20 years ago		X			
Is the district notifying the division of non-compliance and resolutions?				X	N/A but would follow policy		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

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How does the district track BMP funds?				X	Ledger/spreadsheet and compare/use with CS2		X			
In what instances does the district use the division on-line (website & CS ²) reports?				X	End of year BMP certifications, although would love to have the capacity that they used to have with the old system.		X	Staff is hoping that the update to CS2 will allow better reporting by district staff		
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Through the County. Operating funds are given to district through county but the county audits. Technical assistance funds go and stay at the county.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Scott Alons		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Through the county. Done at the end of the fiscal year.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	Yes.		X			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										
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